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9 October 1952

REPORT FOR THE WEEK OF 6 - 10 OCTOBER

To: The Deputy Director of Training (G)

From: Management Training

I. Accomplishments

Three groups of supervisors in NEA were given the P.E.R. training this week. (Approximately [redacted]).

The Clerical Orientation Program is operating smoothly under [redacted] direction. Two groups of clerical personnel were given the two-day program.

II. Developing Plans

I had a conference with [redacted] regarding needs for administrative and supervisory training in the Agency. It appears that at least three quarters of the Agency has been undergoing some sort of major reorganization during the past three months. Just now, it looks as though the CIA Human Resources Program, basic supervisory training, might be begun profitably in several segments of the Agency; but it appears that this is not the appropriate time to commence a revolving monthly seminar for administrative officers and representatives from the service offices until a greater degree of clarification on standardized operating procedures has been achieved in the DDA offices. Also, I believe that it will be sound policy to effect a working relationship with Colonel White regarding management training programs developed and conducted by the Management Training Division. This for fuller discussion.

I was asked to attend a conference in [redacted] office this week to discuss the problem of getting DDP to move ahead regarding plans for installing the P.E.R. training and operating programs for overseas personnel. The initiative for pushing this must obviously come from the AD/Pers. [redacted] are taking up the whole matter with [redacted]. Further decision on next steps must rest with [redacted] and what he can accomplish through AD/Pers, DDA, and DDP. I have indicated that the Management Training Division is prepared to take on whatever assignments may be decided upon for training in the use of the P.E.R. during the months of November and December.

Visited the [redacted] Street Pool this week. Everything there seems to be in good shape.

III., IV., and V.

No rep [redacted]

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Chief, Management Training Division

25 YEAR RE-REVIEW